

Section 4:

Administrative Resources

- Prototype School Action Plan
- School Action Plan – Sample
- Standard Operating Procedures (SOPs)
 - USDA requirement to have SOPs for FFVP: USDA Memo SP-27-2011
 - Sample SOPs
- Sample Production Records
- Best Practices: Handling Fresh Produce in Schools
- Handling Fresh Produce in Classrooms: Guide for School Nutrition Staff
- Handling Fresh Produce in Classrooms: Guide for Teachers and Aides
- Teacher modeling
 - USDA Memo SP-08-2011
- Storing Fresh Produce

Fresh Fruit and Vegetable Program
School Action Plan

School Name: _____ Date: _____

Key Elements	Action	Deadline for Completion (if applicable)	Person Responsible for Completion
<i>Purchasing</i> -Bids			
-Contact vendors			
-Ordering			
-Storage			
<i>Preparation</i> -Equipment			
-Food Safety			
-Staffing			

<i>Marketing & Promotion, con't</i> -Events -Partners			
<i>Nutrition Education</i> -Classroom activities -Special events -Partners -Other			
<i>Other</i> -Impact			

Fresh Fruit and Vegetable Program
School Action Plan

Date: Monday, August 19, 2013

School Name: Healthy Hearts Elementary



Key Elements	Action	Deadline for Completion (if applicable)	Person Responsible for Completion
Purchasing -Bids	Identify vendors/Follow procurement procedures/ Determine produce specifications	Summer ~ August 30, 2013	Food Service Director
-Contact vendors	Discuss delivery schedule and method of payment	After bid process is complete	Food Service Director
-Ordering	Determine what produce will be ordered	Monthly basis	Food Service Director
-Storage	Store deliveries in food service cooler/Purchase one refrigerator.	Purchase new refrigerator by September 3, 2013	
Preparation -Equipment	Already have knives, cutting boards, etc.	N/A	N/A
-Food Safety	Add section to school food safety plan including FFVP Standard Operating Procedure	September 17, 2013	Food Service Director
-Staffing	2 hours per day on days that the snack is served; 1-2 food service staff	N/A	Food Service Manager at the school will work with staff to determine daily what items need to be prepped for the snack

<i>Distribution</i> -Equipment	Purchase baskets for classrooms, two delivery carts, tongs	September 17, 2013	Food Service Director
-Food Safety/Sanitation	Purchase gloves, napkins Ensure students wash hands before eating snack	Order on as needed basis Share procedures with teachers at all staff meeting at beginning of school year	Food Service Director Teachers
-Delivery methods/location/time/personnel	Classrooms (Mon-Thursday at ~9:30 am). One basket/tray of produce to each classroom.	N/A	One student helper will be sent to cafeteria to pick up carts with classroom snacks and deliver the snacks in baskets to the classrooms. Empty cart will be returned to the cafeteria.
-Storage of excess	Teachers will return baskets with perishable foods to the cafeteria at lunch.	N/A	Teacher will bring basket to cafeteria. Food service will follow standard operating procedure for storing the excess.
-Clean up	May need to purchase a few more trash cans	Purchase new cans by September 30, 2013 Discuss clean up issues at all staff meeting at beginning of school year	Food service will order trash cans. Food service, teachers, and janitorial staff will communicate with each other to determine best practices for clean up .

Claims -Who will complete claims	Submit original and one copy to state agency.	Claims due to state agency by the 10 th of the following month covered by the claim	Food Service Director along with food service administrative personnel
-Who reimburses vendors	Reimburse vendor	Monthly	Food Service Director along with food service administrative personnel
Marketing and Promotion -Methods: Parents	1. Flyer	1. Make 200 copies to be sent home with first newsletter of school year	1. School Administrative Assistant will make copies to include with the newsletter
	2. Display at back-to-school event	2. Back-to-school event on September 17, 2013	2. Food Service Manager and school nurse will work on this event together and will involve students in making the display
	3. Announcement on website	3. September 17, 2013	3. Media specialist will update website
Students	1. Morning announcement with nutrition nugget	1. Give nuggets to principal on monthly basis.	1. FFVP Manager will have a list of nutrition nuggets to be read with the morning announcements featuring the snack of the day. FFVP Manager will give the nuggets to the principal to read with the morning announcements.
	2. Fruit & Veggie Challenge	2. Month of September	2. School nurse will take lead on organizing this event
Staff	PowerPoint sharing details	Share at all staff meeting the beginning of the school year	FFVP Manager will share PowerPoint and answer questions
Administration	PowerPoint sharing details or abbreviated version at school board meeting	First school board meeting of the school year	FFVP Manager and/or Principal will share PowerPoint and answer questions
Community	Announcement in local newspaper's comm. section	September 2013	FFVP Manager will write news release

Marketing & Promotion, con't -Special Events	Fruit & Veggie Fair Factor	February 2014	Coordinate with National Nutrition Month activities (March 2014)
-Partners	Work with local grocery stores and MSU Extension to provide promotional items	Start contacting in August 2013 and throughout the year	FFVP Manager
Nutrition Education -Classroom activities	Solar system activity	Various fruits representing the various planets of the solar system	FFVP Manager partners with teachers to provide ideas and offer fruits/veggies with educational lesson (as long as the fruits/veggies can be consumed)
-Special events	Celebrating Helen Keller's life	Students pretend to be Helen Keller and see what it would have been like for Helen to eat her fruits and veggies	Same as above
-Partners	MSU Extension, local growers, local library	Start contacting in August 2013 and throughout the year	FFVP Manager
-Other			
Other -Impact	Administer state agency survey	As determined by state agency	FFVP Manager coordinates survey administration/ Principal coordinates with staff to insure staff cooperation



United States
Department of
Agriculture

Food and
Nutrition
Service

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DATE: May 18, 2011

MEMO CODE: SP 37-2011

SUBJECT: Child Nutrition Reauthorization 2010:
Enhancing the School Food Safety Program

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, strengthens the existing food safety requirements in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and all other Food and Nutrition Service (FNS) programs operated in a school. The purpose of this memorandum is to provide guidance on the implementation of the statutory requirement.

Section 302 of the Act amends section 9(h)(5) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(h)(5)) by requiring that the school food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles be applied to any facility or part of a facility in which food is stored, prepared or served for the purposes of the NSLP, SBP or other FNS program. The school food safety program, required since 2004, addresses food safety in all aspects of school meal preparation, ranging from procurement through service. FNS anticipates that only minor modifications to existing food safety programs will be needed in order to meet this requirement.

Food safety programs must be reviewed to ensure that standard operating procedures for safe food handling are updated to include any facility or part of a facility where food is stored, prepared, or served, such as on school buses, in hallways, school courtyards, kiosks, classrooms, or other locations outside the cafeteria. This requirement applies to school breakfast or lunch meals, and Special Milk, the Fresh Fruit and Vegetable Program and afterschool snack or supper programs.

We envision that proper implementation of this requirement will not be burdensome because current procedures for food served in the cafeteria can be applied. Program operators should work to comply with this enhanced requirement as soon as possible, but not later than the beginning of School Year 2011-2012. FNS will develop practical food

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State Directors
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safety guidance to help State and local operators achieve the goals of this legislation. State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office (RO). ROs with questions should contact the Child Nutrition Division.

Original Signed

Cynthia Long
Director
Child Nutrition Division

_____ Fresh Fruit and Vegetable Program (FFVP) Standard Operating Procedure

Policy: Foodservice employees, teachers, other school staff and volunteers with FFVP preparation, set up, service and clean up responsibilities will work together to ensure that this snack is safe to eat and that appropriate food safety measures are followed when there are leftover items.

Teachers, other school employees and volunteers will follow ordering procedures established by food service for FFVP. The food service manager/supervisor will be notified in advance when there are field trips or other events that preclude service of fresh fruits or vegetables at a previously designated time. Anticipated changes in counts due to illnesses or other situations will also be communicated in a timely manner.

Teachers, other school employees and volunteers with set up, service and clean up duties will:

1. Observe appropriate food handling techniques such as:
 - a. Keeping cold items, including leafy greens and any cut vegetables and fruits plus any heated items in holding units or transporters until it is time to serve.
 - b. Serving fresh fruits and/or vegetables meals as soon as possible after delivery to classroom or designated serving area.
 - c. Washing hands prior to assembling and distributing meals
 - d. Encouraging students to wash hands prior to service and after consuming fresh fruits and vegetables.
 - e. Teaching students how to serve themselves by using tongs or serving utensils to minimize contamination.
 - f. Discarding leftover fruits and vegetables served to students or exposed to sources of contamination as soon as possible in designated receptacles.
 - g. Following established procedures for returning/discarding menu items that have not been served to students.
 - h. Using cleaner in spray bottle and paper toweling obtained from food service to wipe desks and contact surfaces.
 - i. Following procedures for removing trash from classroom which may include moving portable trash receptacles from one classroom to the other.
2. Promptly returning containers, utensils, and other items to the school foodservice.

The food service manager/supervisor will:

1. Plan fruits and vegetables with food safety in mind. Do not serve raw seed sprouts to pre-school students.
2. Arrange for an appropriate time for delivery when items are served in other locations.
3. Obtain suitable food containers, utensils, and portable holding equipment for items that must be kept cold, including leafy greens and cut vegetables or fruits. .
4. Obtain and use suitable portable hot holding transporters and the equipment items to ensure that heated potentially hazardous menu items will be held at 135 ° F. or above up to time items are removed from ovens up to time of service. **Note:** All heated items will be discarded after fruit and vegetable service to maintain product integrity and as food safety measure.
5. Review safe handling procedures listed above with teacher, other school personnel and volunteers with FFVP transport, set up, serving and clean up responsibilities.
6. Routinely visit classrooms or other serving area to determine if appropriate food safety measures are followed and evaluated set up, assembling, service and clean up procedures. Revise and adapt current procedures based on observations. Conduct follow up training needs and follow up with administration when there are non-compliance findings.
7. Monitor food waste to determine if changes in the serving size and/or total amount of vegetables or fruits are warranted.
8. Monitor temperature logs for heated items to review recorded temperatures and ensure that appropriate corrective action is taken when hot items are not sent to classroom at 135° F or

above. Follow up with food service personnel if temperatures are not recorded, there is questionable information recorded and/or if appropriate corrective action has not been taken.

9. Monitor temperature logs to review recorded temperatures and ensure that cold items, including leafy greens and any cut vegetables or fruits, are maintained at 41° F. or below. Follow up with food service personnel if logs have not been completed, there is questionable information recorded and/or if appropriate action has not been taken.

All school foodservice staff who prepare and/or pack items for the FFVP will:

1. Follow standard operating procedure established in the food safety plan for personal hygiene, washing and handling fresh fruits and vegetables and holding leafy greens and cut vegetables and fruits under refrigeration.
2. Prepare and pack fruits and vegetables according to the order and make necessary modifications for anticipated changes in counts, serving sizes and/or quantities that students will consume.
3. Follow all standard operating procedures during food preparation to minimize contamination and time potentially hazardous foods, including leafy greens and cut fruits and vegetables are left between 41° F. and 135°F. which includes:
 - a. Keeping cold items under refrigeration until time of service or transport or service.
 - b. Heating items prior to delivery to minimize holding time and keeping hot items in oven or stove top until service or until packed for immediate delivery to the classroom.
4. Use gloves or utensils to prevent bare hand contact when handling fruits and vegetables that are ready to serve.
5. Place all potentially hazardous items, including leafy greens and any cut fruit or vegetables, in portable cold storage units with ice packs or other devices to maintain temperature during delivery.
6. Follow procedures for taking and recording temperatures of cold items and heated items on logs prior to delivery of breakfast items.

All school foodservice staff receiving returned food items and transporters will:

1. Discard any heated product that remains in the transporter and make note/notify supervisor of the number of items discarded, if excessive, so appropriate changes are made in menu and/or the number of items packed.
2. Discard any items that appear to have been served to students, any leafy greens or cut fruits or vegetables.
3. Follow standard operating procedures established for cleaning and sanitizing utensils, transporters, pans and other items returned from classrooms.
4. Store utensils, transporters, pans and other items to minimize contamination.

Operating procedures implemented on *specify date*: _____